

Position Description

Position Title: Administration Supervisor	Date: January 2019
Reports to: Operations Manager	Location: NVLX
Department: Operations	Direct Reports: 2-4

Position Purpose

AAM Investment Group is an Australian owned and operated provider of investment, asset management and consultancy services. We structure, operate and manage investments across agriculture, rural and commercial property and regionally based infrastructure, drawing on the team's knowledge and experience in these sectors to improve investment performance through operational and technological efficiencies and improved management.

The Administration Supervisor will be required to undertake various finance and administrative tasks in the support of livestock sale day activities and provides support and assistance to the corporate Finance Team and to the NVLX Operations Manager in the day to day operations of a Livestock Exchange or sale yard facilities.

AAMIG is committed to providing a safe and healthy workplace for all staff, clients, and visitors to our facilities. All staff are required to contribute to and promote a continuous workplace health and safety culture.

Key Responsibilities

Administration:

- Provide office support to NVLX site staff (Operations Manager, Operations Supervisor, Maintenance Supervisor and Operations Assistant) to enable them to fulfil the requirements of their position;
- Provide a high standard of confidential support to the Operations Manager, to optimize their effectiveness by developing and utilizing office systems and managing administrative requirements;
- Provide operational support to the Operations Manager and RI Accounts staff and maintain effective communications with those businesses that utilise RLX facilities for livestock sales or truck wash use;
- Assist the Operations Manager in the organization and reporting of Saleyard Advisory and/or
- Safety Committee meetings. This includes coordinating agenda preparation and distribution, organising catering and venue requirements as well as minute-taking at each meeting;
- Assist with customer enquiries and the dissemination of relevant information.
- Manage the administrative functions of the site's business systems including accounts management and other relevant tasks as required including filing and replenishing general office supplies;
- Provide assistance to the site manager and head office in relation to various marketing activities when requested by Head office. Specifically relating to maintaining social media when required or requested; and
- Ensure office administration staff are trained, coached and supported in delivering on their roles.

Customer Service:

- The Administration Supervisor is required to provide quality customer service in relation to enquiries and requests from agents and livestock vendors and purchasers; and
- Required to present themselves in a respectful manner at all times when representing the business.

Finance and Accounts Support:

- The position is required to complete monthly inventories and reconciliations for accounts payable and receivable;
- Completion of employee time sheets - under the supervision of the Operations Manager.

- Administer all procurement functions and all administrative aspects of agent, vendor and buyer management for the site; and
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- The position is required to assist in obtaining quotes, raise purchase orders, check and approve invoices, investigate discrepancies and liaise with the Operations Manager and RI Accounts Staff on spending according to the budget.

Experience /Qualifications
Essential:

- Previous experience in a senior administrative supervisory role
- Experience with raising purchasing orders and invoices

Competencies and Skills

- Demonstrated understanding of sale yard operations/processes;
- Ability to take direction, follow policies and procedures and work well in a team as well as unsupervised;
- Ability to communicate effectively with a range of stakeholders including staff, customers, agents and contractors;
- Ability to co-ordinate multiple tasks simultaneously;
- Strong computer skills and proficient in the use of Microsoft suite.

Key Relationships	
Internal: <ul style="list-style-type: none"> • Finance Business Partner • Regional Manager • Operations Manager • Assistant Manager • Site Staff • Head Office Staff 	External: <ul style="list-style-type: none"> • Clients • Vendors • Suppliers • Contractors

Position Description Approved by:

Position Title	Name	Signature	Date approved
Chief Financial Officer			

Position Description Accepted by:

Position Title	Incumbent Name	Signature	Date accepted
Administration Supervisor			